

12-7-1972

December 7, 1972 Organizational Meeting Minutes

Scioto Technical College

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RECORD OF PROCEEDINGS

Minutes of

SCIOTO TECHNICAL BOARD OF TRUSTEES

Meeting

Heer Printing Co., Cols., O. Form No. 20004

national
graphics

Columbus Blank Book Co., Cols., O. Form No. 1097

Held

Lucasville, Ohio

December 7, 1972

REGULAR MEETING

ROLL CALL

Members Present: Mr. Stevens, Mr. Brown, Mr. Hyland, Mr. Morgan.

Members Absent: Dr. Nichols, Mr. Ferguson, Mr. Clark.

APPROVAL OF MINUTES

Mr. Stevens moved to approve the minutes of the Regular Meeting of October 5, 1972.

Voting "aye" on the motion were Mr. Stevens, Mr. Brown, Mr. Hyland, Mr. Morgan.

Voting "nay" were none.

CONFIRM EMPLOYMENT OF INSTRUCTORS

180

Mr. Hyland moved and Mr. Morgan seconded the motion to confirm the employment of the following persons:

A. Ronald Miller	Civil Engineering	\$214.00
B. Darrell Sammons	Pharmacology	405.00 (27 hours @ \$15 per hr.)
C. William Born	Advanced First Aid	75.00
D. Lillian Davis	Co-op	400.00

Voting "aye" on the motion were Mr. Stevens, Mr. Brown, Mr. Hyland, Mr. Morgan.

Voting "nay" were none.

CONFIRM SALARY ADJUSTMENT

181

Patricia David

Mr. Morgan moved and Mr. Stevens seconded the motion to adjust the salary of Patricia David from \$4,200 to \$4,600 due to reassignment from the Library to General Office.

Voting "aye" on the motion were Mr. Stevens, Mr. Brown, Mr. Hyland, Mr. Morgan.

Voting "nay" were none.

APPROVAL OF LICENSED PRACTICAL NURSING PROGRAM

182

Mr. Hyland moved to accept the following letter of approval for the Licensed Practical Nursing Program.

State of Ohio
Board of Nursing Education and
Nurse Registration
21 W. Broad Street
Columbus, Ohio 43215

October 13, 1972

Iona Schoenian, R.N.
Coordinator
Practical Nurse Program of
Scioto Technical College
Box 766
Lucasville, Ohio 45648

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Held Lucasville, Ohio December 7, 1972

APPROVAL OF LICENSED PRACTICAL NURSING PROGRAM (Continued)

Dear Mrs. Schoenian:

At its September, 1972 meeting the State Board of Nursing Education and Nurse Registration approved the Practical Nurse Program of Scioto Technical College, Lucasville, Ohio for one year providing the standards for an approved school of practical nursing are maintained.

This is in accordance with Board NS-5-01 (A) which states:

"Full Approval - After initial approval and after the annual report has been received and reviewed, a school of nursing or an affiliation which meets the minimum requirements of the Board shall be granted full approval each year by vote of the Board. The school or affiliation shall be sent a letter of approval by the Board."

If we can be of assistance to you in any way, please feel free to contact us.

Sincerely,
Signed Myra C. F. Freet, R.N.
Executive Secretary

MF:ig
cc:

Frank C. Taylor
President
Scioto Technical College

Tom F. Foti
Vice President
Scioto Technical College

Voting "aye" were Mr. Stevens, Mr. Brown, Mr. Hyland, Mr. Morgan.
Voting "nay" were none.

EMPLOYMENT OF SECURITY GUARD AND SALARY ADJUSTMENT

183

183

Willie Lewis

Mr. Stevens moved and Mr. Morgan seconded the motion to confirm employment of Willie Lewis at \$2.00 per hour as part time security guard and to increase the salaries of Kenneth Carter and Larry Wolfe \$.20 per hour.

Voting "aye" on the motion were Mr. Stevens, Mr. Brown, Mr. Hyland, Mr. Morgan.
Voting "nay" were none.

TRANSFER OF FUNDS

184

Mr. Morgan moved and Mr. Hyland seconded the motion to transfer \$300.00 from the General Fund to the Local Loan Fund.

Voting "aye" on the motion were Mr. Stevens, Mr. Brown, Mr. Hyland, Mr. Morgan.
Voting "nay" were none.

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NEW POLICY ADOPTION FOR THE LICENSED PRACTICAL NURSING PROGRAM

185

Mr. Hyland moved to adopt the Licensed Practical Nursing Student Policy. (number LPN 1)

MEMO

TO: Students, Practical Nurse Program

FROM: Administrative Offices

SUBJECT: General Information

1. Office equipment is not for student use.
2. Administrative and faculty offices are not to be entered without permission.
3. Telephone use is limited to absolutely necessary or emergency calls with permission.
4. Students are to wear uniforms to school.
5. All textbooks and scissors are the property of the Practical Nurse Program and must be returned at the completion of the course or the student will be required to pay for these. Do not write in or deface textbooks. Abuse of textbooks will necessitate student paying for them.
6. Smoking is confined to the lounges.
7. A cafeteria is available for Scioto Tech Students in the central building. Hot lunches will be provided at a reasonable cost. There are also food service machines available in the student lounge where food and beverages can be purchased. Food and beverages will be consumed only in the lounge or patio area. During clinical affiliation lunch is to be eaten in the hospital cafeteria.
8. Class periods will begin on the hour. Students reporting to class late must bring a written explanation to the instructor. After 2 tardies student will not be permitted to enter current class and the time must be made up.
9. Study periods should be utilized.
10. Individual consideration will be made concerning minimal outside employment during the year of training.
The faculty should assist the student to recognize the need for:
 - a. completing the employment application;
 - b. making available the current health record;
 - c. obtaining the written job description for the nursing assistant;
 - d. functioning within the limits set by the job description for the nursing assistant in order to avoid violation of chapter 149, state statutes, entitled Nursing, Section 149.10 Definitions (1) Practice of Professional Nursing (2) Practice of Practical Nursing;
 - e. having appropriate orientation and on-the-job training;
 - f. wearing the identification and uniform of the nursing assistant
(The school uniform may not be worn in an employment situation.)
11. Students are urged to carry some type of hospitalization insurance and also personal liability insurance.

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NEW ADOPTION NEW POLICY ADOPTION FOR THE LICENSED PRACTICAL NURSING PROGRAM (cont.)

12. Students must call and report illness on the day of absence or have it counted a Leave of Absence to be made up at the completion of the training. Call 259-5566 between 7:55 and 8:30 a.m. After 3 days Leave of Absence the student will be asked to resign.
13. Written explanation of each illness must be turned into the Program Coordinator the morning of return to classes.
14. Health Policy
 - A. Basic Period
 1. During the pre-clinical period the health problems of the student are her own financial responsibility.
 2. Illness must be reported at once to the coordinator.
 3. If during this time the student is treated by a physician, a statement of diagnosis and treatment must be brought to the program to become a part of her health record.
 4. If a student needs emergency treatment, it shall be given by the Mercy Hospital, and if necessary, will be admitted to the hospital in the same manner as any other citizen.
 - B. Clinical Period
 1. Be given any necessary emergency care by the affiliating hospital.
 2. If necessary, to be admitted to that hospital in the same manner as any other citizen.

PRACTICAL NURSE PROGRAM OF SCIOTO TECHNICAL COLLEGE

Admission Policies

Section 1. Students shall be selected according to the following criteria:

- A. Age: 17 years of age - minimum
- B. Education:
 1. All must have graduated from an accredited high school or passed the high school equivalency examination.
 2. Record of high school transcript shall be sent to the Practical Nurse Program of Scioto Technical College by the school. The applicant should notify her school of this requirement.
- C. Health:
 1. Pre-entrance physical examination shall be performed by a physician not more than eight weeks prior to the admission date.
 2. Examination shall include:
 - a. Complete history and physical
 - b. Laboratory studies
 1. complete blood count
 2. serology
 3. routine urinalysis
 - c. chest x-ray
 - d. A physical examination form shall be signed by the physician and returned to the school for filing with the student's record.
 3. Immunizations
 - a. The following immunizations are required of all applicants:
 1. Tetanus
 2. Poliomyelitis
 3. Diphtheria
 - b. A form certifying immunization shall be returned to the school for filing with the student's permanent record.

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NEW POLICY ADOPTION FOR THE LICENSED PRACTICAL NURSING PROGRAM (Continued)

C. Health: (Continued)

4. Hearing Defects--Applicants with any hearing defects shall be referred for examination and **recommendation** before final acceptance.
5. In case of a positive serology a statement must be obtained from the applicant's physician stating that he or she has had adequate treatment and is remaining under medical supervision as directed by physician.
6. No known epileptic shall be accepted because of the safety factors involved.
7. All pre-entrance physical examination records on each applicant are returned to the school immediately upon completion.

D. Psychometric tests:

1. California Mental Maturity Test--Minimum acceptable score - 85.
2. Psychological Corporation Entrance Examination for Schools of Practical Nursing will be administered by the Practical Nurse Program of Scioto Technical College. Minimum acceptable score - 40 percentile.

E. Character References

At least three references are required. These should be from previous employers, ministers, teachers, counselors, etc.

F. Personal Interview

The interview, along with references, will help determine whether the applicant has good moral character and desirable attitudes which are essential to success in the program.

G. Acceptance

The coordinator shall gather and present, along with recommendations, all information on applicants to the Admissions Committee, who shall reject or accept applicants into the school. Applicants shall be notified by letter of the decisions of the Committee.

NOTE: Exeptions to the above requirements may be made at the discretion of the Admission Committee.

Section 2. Any falsification on pre-entrance records may call for immediate dismissal from the school.

Section 3. The Admissions Committee

A. Membership:

1. Coordinator of the Practical Nurse Program.
2. Director of Student Services of Scioto Technical College.
3. A nurse member of the faculty.
4. One representative of Mercy Hospital.
5. One representative of Scioto Memorial Hospital.

B. Meetings shall be on the call of the coordinator or any member of the committee.

C. Functions:

1. To review all applicants.
2. The acceptance, rejection or deferred acceptance shall be at the discretion of each committee member, based on his or her own personal judgment derived from the data available on the applicant.
3. The final decision will be governed by majority vote of all members.
4. To take action on recommendations of the faculty regarding:
 - a. Readmissions
 - b. Admission by transfer

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NEW POLICY ADOPTION FOR THE LICENSED PRACTICAL NURSING PROGRAM (Continued)

PRACTICAL NURSE PROGRAM OF SCIOTO COUNTY TECHNICAL COLLEGE

P.O. Box 766
Lucasville, Ohio

SCHOOL POLICIES

I. Philosophy

The philosophy of education of the Practical Nurse Program of Scioto Technical College is based on the framework of a sound educational program which contributes to the moral, spiritual, civic and cultural integrity and growth of its students.

Nursing Education is the preparation of a student for the practice of nursing. We recognize the 4 basic types of nursing education programs each of which has its own goals. The goal for the Practical Nurse Program is to provide the ability for acquiring the knowledges, skills and attitudes needed by the Practical Nurse to fulfill her roles:

- (a) Where patients require skilled nursing but where highly intricate scientific understandings are not required to make nursing judgments.
- (b) In situations where nurses with professional education can utilize nursing assistance in highly complex nursing situations.

Nursing is an assisting art and a science which lends to the understanding of man and the meeting of his basic needs, both in health and in sickness.

Practical Nursing is an integral part of all nursing. It is an occupation totally included within professional nursing, in which the practitioner gives nursing care to patients in situations relatively free of scientific complexity and/or works closely with a professional nurse in giving care in more complex nursing situations.

II. Purpose

To prepare qualified people for satisfying and gainful employment in practical nursing.

To provide competent graduate practical nurses to function in care of the sick, rehabilitation and prevention of illness in private homes and community health agencies.

III.

III. Aims and Objectives

To teach the student to acquire skill in the performance of duties within the area of practical nursing that will provide safe and effective nursing care for the patient.

To provide the student with a sound foundation for the development of a well-rounded individual and to foster interest in her own professional, intellectual cultural and spiritual growth.

To teach the students to acquire knowledge, proper attitudes, work habits, and abilities needed by the practical nurse to fulfill the ideal of nursing.

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NEW POLICY ADOPTION FOR THE LICENSED PRACTICAL NURSING PROGRAM (Continued)

To teach the student to be a productive, responsible and competent member of the health team in her own role as a Practical Nurse, at local, state, and national levels.

To teach the student to develop a sensitivity to the patient's feelings, and a responsibility for meeting his physical, emotional and spiritual needs.

To help the student to develop an awareness of the responsibilities of the graduate Practical Nurse to improve her nursing ability, participate in activities pertaining to her vocation and her community.

To teach the student to be a graduate practical nurse who is aware of her abilities and limitations, who will use her education to the greatest advantage to the patient, the community and herself.

To assist the student in developing the ability to use effective methods of problem solving.

- IV. Applications will be completed the day of the first entrance examination at the training facility.
- V. The applicant will make payment of tuition, name pin, and uniforms with practical nurse student sleeve insignias. The student shall purchase her own watch with sweep second hand, white hose and white shoes. She shall also purchase a school pin and graduation uniform at the completion of the course. The student is responsible for her physical examination within the last four weeks of training and also responsible for all examination fees during the course of training and for those pertaining to licensure.
- VI. Physical Facilities
 - A. Foundation
 - 1. Classroom
 - 2. Nursing Skills laboratory
 - 3. Separate offices for coordinator, instructors, and secretary
 - 4. Library
 - 5. Locker space
 - 6. Laboratories
 - B. Clinical
 - 1. Classroom
 - 2. Office of clinical instructors
 - 3. Necessary teaching equipment and visual aids
 - 4. Locker space
- VII. Description of course
 - A. Length of course - 51 weeks
 - 1. 18 weeks preclinical
 - 2. 30 weeks clinical
 - 3. 3 weeks vacation
 - B. Preclinical
 - 1. Class will be held Monday through Friday, 8.A.M. to 4 P.M.
 - 2. First week - orientation
 - 3. Curriculum
 - A. Personal and Vocational Relationships
 - B. Body Structure and Function
 - C. Community Health
 - D. Nutrition
 - E. Growth and Development and Family Living
 - F. Nursing Principles and Skills (Diversional Therapy is integrated)
 - G. Introduction to Medical-Surgical Nursing

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NEW POLICY ADOPTION FOR THE LICENSED PRACTICAL NURSING PROGRAM (Continued)

C. Clinical

1. Satisfactory preclinical record shall be the criteria for promotion to the clinical period.
2. Students will be under the supervision of a clinical instructor who will conduct a minimum of 6 hours of theory per week, concurrent with practice.
3. Students will have an 8 hour day (8 a.m. - 4 p.m.) with one-half hour for lunch.
4. The noon meal will be provided for each student without cost during hospital affiliation.
5. The clinical period includes
 - a. Medical-Surgical Nursing
 - b. Maternal and Child Health
 - c. Personal and Vocational Relationships II
6. Clinical experience is provided in the care of medical-surgical and maternity patients and in the care of children. Diet Therapy is integrated in Medical-Surgical nursing and maternal and child health. Rehabilitation through nursing is integrated in Medical Surgical Nursing.

VIII. Class Attendance

- A. Punctuality is required. An explanation form for tardiness must be turned in to the instructor when entering class.
- B. Absence
 1. Students must make up all class assignments missed during absence.
 2. After three or more consecutive days of absence the student must present a doctor's certificate before she will be admitted to class.
 3. In case of frequent or prolonged absence (10 days to 2 weeks) the student's record will be reviewed by the faculty who will make recommendations regarding the student's continuation in the program. In case of prolonged absence it may be recommended that the student be granted a leave of absence to be readmitted with a later class. The necessary amount of class work to be repeated will be decided according to the student's standing and the length of absence.
- C. Vacation
 1. Each student will receive 3 weeks vacation.

IX. Personal Appearance

- A. Every practical nurse student must present a clean, neat, well-groomed appearance at all times.
 1. Cosmetics - excessive use is in bad taste and must be avoided.
 2. Nails - Reasonable length, clean, manicured. Only clear or natural polish may be worn.
 3. Hair - The hair should be arranged neatly and short or to clear the uniform collar. No extreme hair arrangements are acceptable.
 4. Ornamentation - No decorative handkerchief or jewelry except a watch and wedding rings may be worn with the uniform.
 5. Chewing gum is not permitted.
 6. Students with problems of body odors or excessive perfume will be advised to correct this situation.
 7. Student practical nurses are expected to be in full uniform; including the cap, except when going to or from school.
 8. Sweaters or jackets are not to be worn during clinical experience. Only plain white or plain blue sweaters may be worn with uniform.

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NEW POLICY ADOPTION FOR THE LICENSED PRACTICAL NURSING PROGRAM (Continued)

IX. Personal Appearance (Continued)

9. Smoking will be permitted in the lounges during breaks and lunch time. Hospital rules concerning smoking apply during clinical period.

X. Grading System

A. 94-100 - A

1. Completes the assigned work on time.
2. Is conscientious and dependable in working out assignments.
3. Makes voluntary and worthwhile contributions to class work.
4. Has superior ability to express herself orally and in writing.
5. Is neat and thorough in her work.
6. Has an inquiring mind and will want to further her understanding by doing additional work.
7. Has the ability to associate and re-think problems, and apply the principles learned.

B. 88-93 - B

1. Completes the assigned work on time.
2. Is conscientious and dependable in working out assignments.
3. Makes voluntary and worthwhile contributions to class work.
4. Has the ability to express herself orally and in writing.
5. Is neat and thorough in her work.
6. Frequently does more than is required.
7. With moderate supervision, has the ability to apply principles learned.

C. 80-87 - C

1. Completes the major portion of the assigned work on time.
2. Is willing to apply herself during the work period.
3. Contributes to and participates in class work.
4. Has limited ability to express herself orally and in writing.
5. Does daily assignments with reasonable accuracy and neatness.
6. Does only what is required.
7. Understands directions under definite guidance.

D. 75-79 - D

1. Completes assignments with extra time.
2. Special help and encouragement is constantly needed.
3. Makes a minimum contribution to class work.
4. Has difficulty in expressing herself orally and in writing.
5. Is careless in the preparation of assignments.

E. 0-74 - F

1. Rarely completes assigned work. Generally tardy and carelessly done, if completed. Seldom makes contributions to class work.
2. Refuses to or is incapable of applying herself.
3. Special help and encouragement is constantly needed. Has extreme difficulty in expressing herself orally or in writing.

XI. Tests

- A. Given from time to time during any course with or without previous notice by the instructor.
- B. An achievement test will be given at the end of the pre-clinical and clinical periods.

XII. Evaluation Reports

- A. Each student shall receive an evaluation of her progress every six weeks or at the end of experience in each clinical area. These should be discussed by the student and instructor. If a student is not making satisfactory progress, the coordinator of the school should be notified.

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NEW POLICY ADOPTION FOR THE LICENSED PRACTICAL NURSING PROGRAM (Continued)

XIII. Probation

- A. Any student may be placed on probation if she does not meet the requirements:
 1. A "C" average in each subject.
 2. Acceptable personal hygiene and grooming.
 3. Acceptable human relations with others.
 4. Personal reliability.
 5. Competence and safety in nursing skills.
- B. Probation is a 6 week's (pre-clinically) 5 week's (clinically) period in which the student is required to improve in areas in which her performance has been unsatisfactory. The student will be notified in writing of the probationary status. The record of any student on probation will be reviewed periodically by the faculty. The faculty may recommend to the coordinator the removal of any student from probationary status when she has met the standards of the school. If the student fails to meet the standards by the end of the probation period the faculty may recommend the dismissal of the student. Each case will be considered on an individual basis.

XIV. Suspension

- A. The coordinator reserves the right to suspend a student at any time. She may delegate this responsibility to the clinical instructor if the student fails to follow the policies, rules, and regulations of the affiliating hospital, or if there is any question of safety in the nursing care given to the patient. The suspension will be limited to a period of time which shall be decided by the faculty.
- B. The student shall be notified in writing of the suspension.

XV. Dismissals

- A. The school reserves the right to terminate the enrollment of any student at any time if it becomes evident that she cannot carry the course of study successfully, is in ill health or has not maintained the standards of personal behavior expected of the students of the school.
- B. The affiliating hospital may request to withdraw any student whose conduct may have detrimental effects on its patients or personnel; and/or reserve the right not to accept any student who has previously been discharged by said hospital for reasons which would make acceptance as an affiliate inexpedient.
- C. Before termination of a student's enrollment, the faculty shall carefully review all records. A probationary or suspension period need not necessarily precede dismissal. The student will be notified of her dismissal by letter from the school.

XVI. Withdrawals

- A. A student may voluntarily withdraw from the school. She shall submit a letter of resignation, give notice and have a personal conference with the coordinator of the school.
- B. All school owned property must be turned in at this time.

XVII. Graduation

- A. A diploma of the Practical Nurse Program of Scioto Technical College will be presented to the student when she has satisfactorily completed the course. She is then eligible for state licensing examinations.

XVIII. Records and Reports

- A. Placement of Records
 1. Required basic student records are kept in school's locked files.
 2. Student records are available to the faculty but they must be reviewed in the office.

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NEW POLICY ADOPTION FOR THE LICENSED PRACTICAL NURSING PROGRAM (Continued)

XVIII. Records and Reports (Continued)

3. 3. All affiliating student records shall be returned to the school when the student completes the course.

B. Record forms

1. Admission records

- a. Application, interview, references, signed preliminary education transcript.
- b. Physical examination form
- c. Psychometric test results (PCT and California Mental Maturity)

2. Instruction and experience record

- a. Cumulative progress record
- b. Cumulative health record
- c. Student evaluation records
- d. Preclinical summary record
- e. Final Record (transcript)
- f. Clinical Experience sheets

MOTTO: "Wisdom is the principal thing; therefore get wisdom: and with all thy getting get understanding."

Proverbs 4:7

Voting "aye" were Mr. Stevens, Mr. Brown, Mr. Hyland, Mr. Morgan.
Voting "nay" were none.

EMPLOYMENT OF EDUCATIONAL COORDINATES AND CONSULTANT TO THE MEDICAL LABORATORY TECHNOLOGY

186

Dr. Gerald Penn

Mr. Morgan moved and Mr. Hyland seconded the motion to employ Dr. Gerald Penn as Educational Coordinator and Consultant to the Medical Laboratory Technology.

Voting "aye" on the motion were Mr. Stevens, Mr. Brown, Mr. Hyland, Mr. Morgan.

Voting "nay" were none.

EMPLOYEES INSURANCE COVERAGE

187

Mr. Morgan moved and Mr. Hyland seconded the motion to change the Board of Trustees Policy from that of providing for single Hospital and Surgical Insurance to all employees to that of providing \$18.16 per full time employee toward the purchase of Hospital, Surgical and Major Medical Insurance.

Voting "aye" on the motion were Mr. Stevens, Mr. Brown, Mr. Hyland, Mr. Morgan.

Voting "nay" were none.

BUDGET ADJUSTMENT

188

Mr. Stevens moved and Mr. Morgan seconded the motion to budget funds to pay for work done in the Licensed Practical Nursing room in the amount of \$1,087.53.

Voting "aye" on the motion were Mr. Stevens, Mr. Brown, Mr. Hyland, Mr. Morgan.

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PRE

PRESIDENT'S REPORT
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Mr. Taylor reported he had recently made arrangements whereby the Scioto Technical College will now be training students for Steel Data Processing.

ADJOURNMENT

Mr. Stevens moved the meeting adjourn.
Voting "aye" on the motion were Mr. Stevens, Mr. Brown, Mr. Hyland, Mr. Morgan.

Billy J. Marshall
Billy J. Marshall, Sec.-Treas.

Walter N. Brown
Walter N. Brown, Chairman